



**Worker's Compensation Lost Time Fact Sheet for Employees**  
by UW Madison Worker's Compensation



**Documentation Required  
for WC Benefits**

Worker's Compensation will pay a portion (approx. 2/3) of your lost wage for days that are medically excused. Medical documentation is **required** giving the reason and dates of lost time. It is the **responsibility of the employee** to be sure medical off-work excuses are provided timely at the onset of disability as well as on a regular updated basis.

- Ensure a medical excuse is received after each doctor visit, outlining return to work status, restrictions, next evaluation date, etc.
- Open-ended excuses are **not** accepted.
- Backdated medical excuses are **not** accepted.
- Worker's Compensation allows for 2 hours for a Worker's Compensation related doctor appointment. Anything beyond 2 hours needs additional documentation for your medical appointment.
- Lack of complete medical documentation may result in a delay of payments or suspension of claim.



**Temporary Disability  
Benefit  
( for LOST Wages )**

Temporary disability is paid when medical documentation shows the employee is unable to work due to the work injury or illness, until the employee is released by the physician and work is available within any restrictions, or until the employee reaches a maximal healing.

Temporary disability benefits are approximately **two-thirds (2/3)** of the employee's average weekly wage subject to a maximum amount specified by law.

The checks issued by Worker's Compensation are live checks mailed to your home address. Checks are not automatically deposited into a bank account.

- Paid on a 6-day per week basis
- Payments are made to coordinate on or near your regular scheduled payroll dates
- Temporary disability is not paid for the date of injury or within 3-day waiting period for disabilities lasting 7 days or less



**Leave Options  
or  
Credits**

**1. Supplement worker's compensation with  
accrued leave credits ( i.e, vacation or sick time ) [ Preferable ]**

Temporary disability compensation can be supplemented with your **accumulated leave credits**. This allows employees to supplement their worker's compensation payment (approximately 2/3 of salary) with approximately **1/3 leave credits** so they receive about their normal paycheck.

This may result in an overpayment that you will need to 'pay back' the UW in payments if your supervisor does not submit the employee's **LT report** on time, or correctly.

**Leave credits are not earned for hours of not worked, including hours restored as a result of WC payment.**

An employee cannot receive more than his/her regular base pay; therefore when credits are paid in addition to workers' compensation, an **overpayment** results. The payroll is reduced by this amount to avoid overpayment.

**2. Leave-without-pay -- No Supplement Leave Credits**

You will receive temporary disability compensation as provided under the Worker's Compensation Act, and will not receive any accrued leave credits. This may result in late payment if your supervisor does not submit the employee's **LT report** on time, or correctly.

The overpayment is divided by the hourly rate to determine the amount of leave credits to be restored to your account. Hours of leave credits restored are leave-without-pay.

An employee may elect to be on leave-without-pay during the period of absence and receive only temporary disability workers' compensation. If this option is chosen, or the employee does not have enough leave credits to cover the absence, the employee **would not be paid any accrued (earned) leave credits**.

**Leave credits are not earned for hours of not worked, including hours restored as a result of WC payment.**

**Retirement Credits**



Retirement credits are earned for any period of time in which temporary disability benefits under workers' compensation are paid provided the employee remains in active employment status.

Upon return to employment, the employer will recover from the 'employee's payroll' the amount of retirement contributions paid on their behalf during the disability.



## Return to Work

The University of Wisconsin Madison encourages early return to work.

Contact your Dept HR or WCC rep to see if modified duty or a temporary work adjustment is available within your restrictions.



## Mileage Reimbursement

Mileage to and from your medical appointments is covered at \$0.51 per mile.

All mileage will be verified. A Mileage Reimbursement Form can be found at :

[http://www.bussvc.wisc.edu/risk\\_mgt/wc/workerscompensation.html](http://www.bussvc.wisc.edu/risk_mgt/wc/workerscompensation.html)

There are no withholdings from your WC disability check. You may wish to discuss the payment of any insurance premiums, parking or other auto withdrawals that are normally withheld from your paycheck with your HR payroll specialist : [payroll@ohr.wisc.edu](mailto:payroll@ohr.wisc.edu)



## Not Taxable

Worker's compensation payments are **not taxable** for social security, federal tax or state tax.

Worker's compensation is integrated with Income Continuation Insurance. Benefits paid under worker's compensation will be deducted from any paid income continuation benefits.



## Employee Not On Payroll?

If during the absence an employee is no longer on the payroll, you should **contact your Benefits Office** [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu) to make arrangements for premium payment of benefits and/or insurance, as well as appropriate leave of absence forms.



## Medical Documentation Required

When a work related injury or illness results in absence from work, a medical note is required giving the reason and dates of lost time. It is the **responsibility of the employee** to be sure medical notes are provided timely at the onset of injury or illness as well as on a regular updated basis, including estimated return to work dates provided in the medical note.



## Medical Provider Choice

When a work-related injury or illness results in an absence from work, you have the choice of a physician to relieve the effects of the injury and you have the choice of a second physician.

Simultaneous treatment by two doctors is not accepted, nor is a third choice of physician unless referred by your primary doctor.

**Lack of complete medical documentation may result in a delay of payments or suspension of claim.**

Should you receive medical bills in the mail yourself, submit them to the UW-Madison Worker's Compensation Coordinator.

**Michelle Discher** – Risk Management Specialist | Work Comp Coordinator (WCC)

Email: [workcompprog@bussvc.wisc.edu](mailto:workcompprog@bussvc.wisc.edu)

Fax: (608) 265-3624



## Prescription Card

If your claim is approved, you may receive a prescription card in the mail from National Pharmaceutical Services (NPS) for the purpose of purchasing prescription medications needed to treat *the work injury*. Using this card will prevent unnecessary out-of-pocket expenses.

**For additional payroll & benefits guidance** you may refer to;

- Central Madison Payroll Office: [payroll@ohr.wisc.edu](mailto:payroll@ohr.wisc.edu)
- Central Madison Benefits: [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)

**For additional Worker's Comp Q&A** you may refer to;

- Michelle Discher - Work Comp Coordinator  
Email: [workcompprog@bussvc.wisc.edu](mailto:workcompprog@bussvc.wisc.edu)  
Phone: (608) 265-9475
- Visit our newly designed webpage for additional Worker's Comp Information:  
<https://businessservices.wisc.edu/managing-risk/workers-compensation/worker-compensation-resources-for-employees>
- For additional information on Lost Time:  
<https://www.wisconsin.edu/workers-compensation/employees/lost-time-fact-sheet/>